Quality Council Meeting
June 17, 2004
3:30 PM
Volkert Conference Room

The Quality Council met June 17, 2004. Present were Kim Smith, Cindy Wyatt, Michele Jarrell, Darrell Hagler, Margie Falls, Jean Mack, Johnny Parker, Janice Filer, John Speights, Susan Mohun, and Camille Cochrane.

The agenda was approved as were the minutes of the last meeting with a couple of typographical errors noted.

First under **Old Business** was the **Quality Month and TQM cookout** for all TQM-trained employees at Shelton State which was presented to SI Team 4, the Quality Month coordinators. There was not much enthusiasm for the event, so it will be considered again in the spring. The theme for Quality Month is *Season for Quality*. The tentative dates for the activities are as follows:

October 1 – Breakfast of Champions (June Hollingsworth/Team Leader)
October 5 – 1st day of Shelton Star competition (Molly Booth/Team Leader)
October 7 – Fall Fling (Susan Mohun/Team Leader)
October 12 – 2nd day of Shelton Star competition
October 13 – Paper Airplane Contest
October 19 – 3rd day of Shelton Star competition
October 20 – Bake Sale (SI Team 4)
October 22 – Thank Q's (SI Team 1)
October 26 – 4th and final day of Shelton Star Contest
October 28 – Teams Who Cook (Melanie Simmons/Team Leader)
October 29 – Halloween Costume Contest (SI Team 2)

There is no keynote speaker yet, but several names are being considered: Jay Barker, Fran Curry, Rick Moody, Gene Stallings, and the general manager at ZF Industries. Thank Q's will be done for scholarship money. Martha Key is still accepting volunteers for the various committees.

Team 2 Revitalization is going well. They have added Jan Rogers, John Taylor (Fredd Campus), and Lew Drummond as new members. They are working on a transportation project and on obtaining a student phone with a 3-minute limit at the security desk. They are also trying to get Shelton State Cash (like Bama Cash) set up, and Judy Johnson is working on it. Susan Mohun said that Tracy Abbott has already been working on that same concept, so the team should check with her. Diane Layton attended their last meeting and had several good ideas for them to consider. They plan to invite her to be their mentor. They meet at 9:30 July 1 and will have their team picture made that day.

Information for the **team newsletter** should be sent to Johnny Parker as soon as possible. The newsletter is late due to technical problems with the new version of software on Johnny's computer.

The **Virtual Team** is still just an idea. Darrell would like to form one when his QC term expires. Kim mentioned using the virtual team for the QC this summer.

Cindy Wyatt reported on the work on a **Request for Chimes**. SI Team 5 is scheduling a meeting with Steve Averette and Syble Coats about the maintenance and recording new songs before developing a new policy.

The first item under **New Business** was the **Administrative Report.** Dean Cochrane reported that next week there is a 1½ day planning retreat for the College. Kim will represent the Quality Council; John Speights is one of the faculty representatives along with Sara Brenizer. Michele will represent institutional research. Carol Johnson is the director of planning. SI Team 2 is working on the chimes. SI Team 4 has a PIF concerning the procedure for document flow when signatures are needed. The PIF was unsigned so no questions can be asked about exactly what the perceived problem was; it is suggested that future PIFs be signed and that faculty/staff be assured of the anonymity of the PIF.

In the **Human Resources report,** Johnny reported the Dean of Students position is awaiting Dr. Rogers' decision. Interviews have been done for the Wellness instructor. Interviews will be done next week for the Math instructor. The Title III position was filled by Sherrilyn McGrew. The Speech instructor position has been re-opened; applications will be accepted until July 6. The committee has done the screening for the Women's Softball Coach. Applications for the English instructor position will be screened next week.

SI Team Activity

Janice Filer reported that **SI Team 1** has not met since our last meeting.

Margie reported that **SI Team 2** is regrouping as discussed above.

SI Team 4 – Susan Mohun reported the information about Quality Month and that the team is considering compiling a Shelton State cookbook.

SI Team 5 – Cindy reported that Team 5 is working on the chimes as discussed above and on the Shelton State Idol contest for quality month.

Under **Other Business**, Jean Mack had a question for Johnny Parker concerning the staff evaluation forms. He said for Debbie Grimes and any one with questions to come see him.

John Speights asked if the conference room had to be named "Volkert" or could it be renamed in honor of someone who really contributed to the College, such as Arthur Howington.

Johnny Parker reported that the foundation receives revenue monthly from the sale of Pepsi products on campus. Usually the foundation receives $4,000, during May it was only $1,100 due to so many students and faculty being off campus. Team 2 is working on a way to let everyone know that the proceeds benefit students by providing scholarships through the foundation.

The **next Quality Council meeting** will be: Thursday, July 15, 3:30 PM in the Foundation Conference Room.

The meeting adjourned at 4:30.